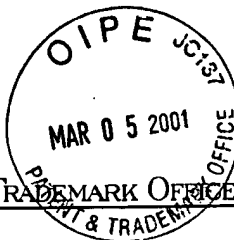




UNITED STATES PATENT AND TRADEMARK OFFICE



COMMISSIONER FOR PATENTS
UNITED STATES PATENT AND TRADEMARK OFFICE
WASHINGTON, D.C. 20231
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/680,750	10/06/2000	Dan Matheson	4079.02USU1

Cochran & Collins LLP
3555 Stanford Road
Suite 230
Fort Collins, CO 80525

FORMALITIES LETTER

OC000000005605209

Date Mailed: 12/07/2000

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION**FILED UNDER 37 CFR 1.53(b)*****Filing Date Granted***

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given TWO MONTHS from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.
Applicant must submit \$ 710 to complete the basic filing fee and/or file a small entity statement claiming such status (37 CFR 1.27).
- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 840.

A copy of this notice MUST be returned with the reply.

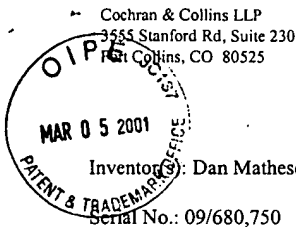
B. T. Moroz

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

03/08/2001 AG01T0H 00000003 09680750
01 FC:101 710.00 DP
02 FC:105 130.00 DP



Sector 8

PATENT APPLICATION

DOCKET NO. COCR.02USU1

IN THE
UNITED STATES PATENT AND TRADEMARK OFFICE

Inventor(s): Dan Matheson
Serial No.: 09/680,750

Examiner:

Group Art Unit: 2123

#2

Filing Date: 10/06/2000

Title: Collaboration session recording model

ASSISTANT COMMISSIONER FOR PATENTS
Washington, D.C. 20231

TRANSMITTAL LETTER FOR SUBMITTAL OF MISSING PARTS FOR NONPROVISIONAL APPLICATION (LARGE ENTITY)

Sir:

This is in response to a Notice to File Missing Parts of Application under 37 CFR 1.53(d) mailed on December 7, 2000. Enclosed is a copy of said Notice and the following documents and fees to complete the filing requirements of the above-identified application.

(X) Executed Declaration and Power of Attorney. The above-identified application is the same application which the inventor executed by signing the enclosed declaration.

(X) Statutory basic filing fee \$710 (X) Utility () Design () Provisional

() Additional claim fee of \$

(X) Missing Parts Surcharge \$130

(X) Petition for Extension of Time for reply to Notice of Missing Parts is attached.

(X) one month (\$110)

() two months (\$390)

() three months (\$890)

() four months (\$1390)

() five months (\$1890)

(X) Attached is a check for \$ 950.00

At any time during the pendency of this application, please charge any additional fees required or credit any overpayment to Deposit Account 50-1491 pursuant to 37 CFR 1.25.

(X) A duplicate copy of this transmittal letter is enclosed.

I hereby certify that this correspondence is being deposited with the United States Postal Service as:

[X] First Class Mail
[] "Express Mail Post Office to Addressee" service under 37 CFR 1.10
"Express Mail" label no. _____

in an envelope addressed to:
Assistant Commissioner for Patents,
Washington, DC 20231

[] facsimile to the U.S. Patent and Trademark Office to fax number (703) _____ on the date shown below.

Date of Deposit or Transmission: March 1, 2001

Typed Name: Karin Dyer
Signature:

Respectfully submitted,

By

William W. Cochran
Attorney/Agent for Applicant(s)
Reg. No.: 26,652

Date: March 1, 2001

Telephone No.: (970) 377-6363